

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
Sustainability Office

2015

VOLUNTEER INTERNSHIP

August - December

Applications encouraged by July 24

The City of Charleston seeks **one dynamic and self-motivated intern** to support one **initiative** of the Sustainability Office:

facilitating Communications for the sustainability office.



Work hours are negotiable though a priority is placed on the candidate who can offer at least 5 and up to 12 hours per week for the Communications internship. Much of this time will be in the office to get full internship benefits. The internship does have some opportunity to work remotely.

Communications

The City of Charleston publishes a Green Connection almost every week. [Click here](#) to request an example of the Green Connection. Go to <http://www.charleston-sc.gov/index.aspx?NID=1027> to sign up to receive the Green Connection. The intern will

- receive ideas for publication as well as research their own and write copy for the Green Connection using the online tool, Constant Contact.
- collect and summarize timely information related directly or indirectly to the work of the Sustainability initiatives via the City web site and Sustainable Charleston Facebook page and other social media.
- reassess the City's sustainability web presence, looking at industry role models, and prepare recommendations for updating

Position Requirements:

- A good eye for layout and graphics with experience in web design, Facebook and the publishing of newsletters
- Enrollment in or graduate of a program actively studying sustainability or working within the sustainability realm
- Applicants must possess excellent analytical, organizational and writing skills; and be able to work independently as well as collaboratively.
- General understanding of transportation, waste management, environmental, economic, and social issues related to sustainability
- Succinct and captivating writing style

- Portfolio of writing and computer graphic work to share
- Experience or willingness to learn to use the Constant Contact and web management tool

Reimbursement

- Valuable exposure to the planning environment
- Strong organizational and statistical analysis skills
- Opportunities to make connections through community events, meetings and information
- Great letters of reference for great work

Timing

The positions are open until filled. Please submit application materials as soon as possible. Interviews will likely occur the week of July 27th. The goal is to have positions filled by August 3rd and have the internship start by mid-August, if possible.

Applications should include each of the following

Please e-mail the following to Williamsc@charleston-sc.gov

- Cover letter
- Resumé that demonstrates your experience and qualifications
- At least two letters of reference emailed to the above
- An example of your work including graphic layout abilities for the Communications intern applicants

Thank you for your interest!

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